

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: CHIEF FINANCIAL OFFICER

GENERAL STATEMENT OF JOB

Under limited supervision, performs comprehensive supervisory and management responsibilities to carry out Board of Education (BOE) policies and procedures for Guilford County Schools (GCS) financial operations and other delegated areas of responsibility. Work involves formulating, coordinating, and directing all aspects of GCS financial planning and administration including development of comprehensive short-and long-range budgets. Employee is responsible for directing the planning, receipt collection, disbursement and accounting of GCS revenues and expenditures, managing the investment of GCS funds, and assisting the Superintendent, Chief of Staff and other cabinet members in preparing the annual budget. Employee directs a staff of professional, technical and clerical personnel responsible for compiling data for various reports required by oversight agencies, and assisting outside auditors. Work involves directing the activities of staff members in the performance of designated functions, and participating in auditing and maintaining general accounts and the general ledger. Employee is also responsible for exercising initiative and independent judgment to ensure proper administration of the Financial Services Division. Reports to the Superintendent.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Oversees the preparation and management of the Board of Education's annual budget.

Oversees preparation/publication of Board of Education's final budget document in accordance with the Government Finance Officers Association of the United States and Canada (GFOA) Distinguished Budget Presentation Award Program requirements.

Plans, organizes, directs and supervises operations of the Financial Services Division; directs and participates in the formulation and implementation of applicable finance policies, ensuring adherence to generally accepted accounting practices and principles of governmental accounting, the rules and regulations of the State Board of Education, and the rules and regulations of the Local Government Commission [source: NCGS 115C-436 (a) (1)

Gives the preaudit certificate required by NCGS 115C-441 [source: NCGS 115C-436 (a) (2)].

Signs and issues all checks, drafts, and State warrants by the local school administrative unit, invests idles cash, and receives and deposits all moneys accruing to the local school administrative unit. [source: NCGS 115C-436 (a) (3)].

Invests idle cash in the classes of securities as defined in NCGS 115C-443 (c) and ensures that such deposits are secured as provided in NCGS 115C-444 (b).

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Prepares and files a statement of the financial condition of the local school administrative unit as often as requested by the superintendent, and when requested in writing, with copy to the superintendent, by the board of education or the board of county commissioners. [Source: NCGS 115C-436 (a) (4)].

Provides information, advice, assistance and recommendations to the Superintendent, Board of Education, and County Commissioners.

Directs and monitors Financial Services Division operations to maintain, to control, and to analyze full adherence and implementation of GCS fiscal policies and procedures.

Assists members of Superintendent's Cabinet with financial matters as necessary; answers inquiries and explains policies and procedures.

Assists members of Superintendent's Cabinet in preparing budget estimates and in determining cost for new, expanded or reorganized programs.

Safeguards GCS physical assets through implementation of adequate internal controls and ensures adequate accounting records to document compliance with local, state, and federal laws and ordinances.

Assists outside auditors in completion of the Board of Education's annual financial audit.

Oversees preparation/publication of the Board of Education's comprehensive annual financial report (CAFR) in accordance with the Government Finance Officers Association of the United States and Canada (GFOA) Certificate of Achievement for Excellence in Financial Reporting Program requirements and the Association of School Business Officials International (ASBO) Certificate of Excellence in Financial Reporting Program requirements.

Oversees the district's process management system.

Oversees maintenance of accounting work on grants received by schools, processing adequate records, reimbursements, code reviews, etc., to comply with applicable laws and ordinances.

ADDITIONAL JOB FUNCTIONS

Prepares and delivers written and oral presentations on GCS budget and fiscal matters as well as other financial concerns to the BOE, Superintendent, administrators and teachers, parents, and community groups; attends regular meeting of the Board; conducts staff meeting; attends other related meetings.

Assumes leadership role on the Superintendent's Cabinet with issues pertaining long range strategic planning, policies and other activities.

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Supervises and conducts personnel administration duties for direct reports subordinates, including hiring and firing recommendations, evaluating, assigning special duties, monitoring attendance and travel reports, and approving leave.

Attends meetings of Board of Education and provides information as requested.

Prepares/submits items requiring Board of County Commissioners' approval to appropriate Guilford County staff; attends Guilford County Manager's agenda meetings to present such items to County Manager and select Guilford County staff for review/discussion/feedback; and attends meetings of County Commissioners and provides information as requested.

Performing such other duties as may be assigned by law, by the superintendent, or by rules and regulations of the State Board of Education and the Local Government Commission [source: NCGS 115C-436 (a) (45)].

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of accounting and auditing; reviews professional journals, attends association and professional meetings; and otherwise maintains contacts with professionals to facilitate exchange of information.

MINIMUM TRAINING AND EXPERIENCE

Masters Degree in accounting, business administration, public administration, or a related field, with a CPA or advanced degree/doctorate preferred in accounting, business administration, or a related field, and 9 to 12 years or managerial accounting experience, preferably in a government setting, or any equivalent combination of training and experience which provides the required combination of knowledge, skills, and abilities.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the state of North Carolina. Must maintain a safe driving record. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, adding machines, etc. Must be physically able to operate a motor vehicle. Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body. Light work usually requires walking or standing to a significant degree.

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Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, billing statements, invoices, and financial statements using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and government terminology. Include as necessary any professional languages, i.e. medical, accounting, personnel, and child nutrition.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply the theories of algebra/statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment or tools of the position.

Manual Dexterity: Requires the ability to handle a variety of items such as office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

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KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the philosophies, principles, practices and procedures of public school administration.

Thorough knowledge of administrative, managerial and supervisory practices and techniques.

Thorough knowledge of organization and current operations of GCS.

Thorough knowledge of federal, state and local laws, rules and regulations governing Financial Services functions, including finance, accounting, accounts payable, budgeting, courier services, fixed assets, payroll, print shop, purchasing, risk management, textbooks, warehousing, school nutrition services and pupil transportation services.

Thorough knowledge of the procedures of the County Board of Education and the State Department of Public Instruction.

Thorough knowledge of the operations of local government including taxation and other sources of revenue.

Thorough knowledge of funding sources and mechanisms for public schools.

Ability to develop long term goals and objectives.

Ability to develop effective financial policies and budgets and to maintain fiscal control through knowledge of general accepted accounting practices and auditing, including modern GCS financial administration.

Ability to maintain standard accounting and control measures for GCS.

Ability to effectively invest school funds.

Ability to develop and administer budgets.

Ability to prepare clear and concise reports and narratives from compiled researched data; and to analyze financial statements and other technical data.

Ability to make administrative decisions in accordance with laws, ordinances, regulations and school system policies and procedures.

Ability to exercise considerable independent judgment and initiative in planning and directing an extensive fiscal control system.

Ability to express ideas effectively both orally and in writing.

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Ability to make oral presentations before large or small audiences.

Ability to establish and maintain effective working relationships and to exercise sound independent judgment in planning, directing, and coordinating the work of a technical and professional staff.

Thorough knowledge of the ethical guidelines applicable to the position as out-lined by professional organizations and/or federal, state and local laws, rules and regulations.

Ability to operate standard office machines and popular computer-driven word processing, spreadsheet and file maintenance programs.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.